Appleby Archaeology

Notes of an extra committee meeting held at White House Brampton on Wednesday June 8th

Present
Phyl Rouston Chairman
Martin Railton Research
Martin Joyce Newsletter Editor
Heather Edwards Membership Secretary

Apologies
Richard Stevens
Mike Godfrey
Carol Dougherty

This meeting was convened following the news that the group had been awarded a grant of £9300 from the Heritage lottery Fund (HLF). Prior to the meeting the following were circulated to the committee:- Items for discussion Martin R, draft newsletter and press releases Richard, draft thank you/update letters Phyl.

A number of points were clarified after the meeting.

1/6/16 Launch Meeting Date and venue confirmed. The meeting will take place on **Friday July 8th in the Supper Room Market Hall Appleby at 7.30pm.**

2/6/16 Communications **Newsletter** The item was approved with the additions of the date, time and venue of the launch meeting and the Dig Appleby email address Martin aims to work on the newsletter this weekend. **Richard /Martin J**
Press release Approved with the following change "…….have been awarded a generous grant by….. " and with the addition of the date, time and venue of the launch meeting.
Post meeting Following a phone call with Richard who emphasised that no publicity could go out until Press Release is approved by HLF and that on checking the documents from HLF he had now seen that it must follow a specific format which includes the sum granted. The amended release was sent to HLF and has been approved copies e- mailed to the committee by Richard on the 9th))
Letters It was agreed that the sum of money granted should be included in the letters to those who supported the grant application but the word generous be used in the other letters. The details of the of the launch meeting to be included. With these amendments the letters were approved and will be sent early next week**.** **Phyl**

3/6/216 Administration Richard had indicated that he was happy to continue to administer matters relating to the grant. It was proposed that that Mike should have overall financial control of the grant.

4/6/2016 Equipment purchase. £600 has been allocated from the grant for purchase of equipment. The following items were suggested:- a digital camera, a lap top, and archaeological sundries e.g. trowels drawing board sieves etc. Much of the equipment will be supplied by Wardell Amstrong. A list of equipment needed will be available for discussion at our scheduled meeting on June 23rd **Martin R**
The difficulties of now paying by cheque were highlighted and Phyl agreed to contact Mike to see if

there was any possibility of the group having a credit /debit card.
Post meeting Mike has agreed to have overall financial control and he has been in contact with Barclays Bank who will be able to provide a debit card. He is now waiting for the relevant forms and will report back on June 23rd. M**ike**

5/6/2016 Publicity It was agreed that the priority was publicity for the launch meeting. All present felt that Richard's posters were excellent and proposed he be asked to produce one for the launch. The poster will require HLF logo, Appleby Archaeology and a new one for Dig Appleby. Suggestion for that include a trowel above the Appleby rose or a geographical feature of Appleby. The posters to be circulated by committee members as we normally do, and this publicity should coincide with the releases to Local Press. Circulation should concentrate on the Appleby and Kirby Stephen area, particularly Appleby and should include TICs, Libraries and other place thought appropriate by committee members**. Committee members**
Post meeting telephone call to Richard who agreed to design the posters but was not sure that he could design a logo for Dig Appleby and he will contact Martin J**.** The timing of their circulation will depend on how soon he will be able to design and send them out to committee members ideally for circulation next weekend but he will confirm. **Richard**

<u>6/6/2016 Events schedule, field work access and non-field work learning and training.</u>
July 8th Launch meeting email prompt to members with Blog address and Dig Appleby email address. **Richard/ Martin J**
July 2016 2-3days test pits to tie in with Festival of Archaeology. Martin has identified a number of possible locations and will contact owners. It is hoped that the test pits will identify sites for a trench and further investigation in the autumn.
Friday 15th Sat 16th (Sunday 17th if required)
Friday 29th Sat-30th (Sunday 31st if required)
September /October Finds follow up meeting e.g. washing identifying etc.
August onwards Palaeography Workshops Carol previously suggested dates Wednesday 17th?and/ or Thursday 18th from 2-5pm.
Visit to Kendal records Office to look at Appleby Archives (Phyl is meeting with Vivienne Gate next week as she is the key person re Appleby archives for The Appleby and Westmorland Society.

7/6/2016 Outreach Presentation of results and Public displays
Martin R outlined the prosed programme:
Ongoing Blog and Website
January 2017 Report to AGM
5eptember 2017 Display Appleby Tourist Information Centre Check how to book this **Phyl**

There being no further business the meeting closed at 9.15pm

Time & date of next meeting: 7.30pm Thursday 23 June at the White House <u>Appleby</u>